

**DON'T MISS YOUR ONCE-A-YEAR OPPORTUNITY TO ENROLL OR MAKE CHANGES TO
YOUR HEALTH, DENTAL, VISION &
BLOOD BANK COVERAGE**

OPEN ENROLLMENT IS MAY 9 – 25, 2011!

***2011 Open Enrollment booklet is available on the Statewide Benefits website at
www.ben.omb.delaware.gov/oe.***

What you need to do:

- **Attend a health fair.**

If you have any questions about the 2011 Open Enrollment process or your benefits, please attend a benefits health fair scheduled at various site locations in each county. Health fair dates and location information are in the Open Enrollment booklet and online at www.ben.omb.delaware.gov/oe. Be sure to visit the DelaWELL table at the health fair and sign in to earn 2 points toward your *DelaWELL incentive*.

- **Review your current benefits and make changes in your health, dental, vision and blood bank coverage by May 25, 2011.**

- If you wish to enroll in new coverage, change plans, add spouse/dependents or terminate coverage for yourself or your spouse/dependents; you must complete the online enrollment process by May 25, 2011. The eBenefits Quick Reference Guide is available at www.ben.omb.delaware.gov/oe.
- New benefit elections, changes or terminations will take effect July 1, 2011. If you make changes to your benefits, you will see those changes reflected in the deductions in your July 15, 2011 pay advice or paycheck viewable online at the following secure website <https://eapps.erp.delaware.gov>.
- Remember if you were enrolled in the State vision plan through VSP that coverage will end as of June 30, 2011. If you wish to have vision coverage, you must enroll online through eBenefits in the new State vision plan offered by EyeMed during Open Enrollment.

- **Complete a Spousal Coordination of Benefits form.**

If you cover your spouse in one of the State of Delaware Group Health Insurance health plans, you **MUST** complete a new Spousal Coordination of Benefits form each year during Open Enrollment and anytime your spouse's employment or insurance status changes.

- ***Failure to complete this form will result in a reduction of spousal benefits.***
- The Spousal Coordination of Benefits form online at www.ben.omb.delaware.gov/documents/cob must be completed no later than May 25, 2011. Once completed, click "Printable Summary" to print a copy of your submission for your records.

- **Complete an Adult Dependent Coordination of Benefits form.**

If you cover a dependent who turned 21 prior to the end of 2010 in one of the State of Delaware Group Health Insurance health plans (with the exception of the new CDH plans), you **MUST** complete an Adult Dependent Coordination of Benefits form during Open Enrollment.

- ***Failure to complete this form will result in a reduction of adult dependent benefits.***
- The Adult Dependent Coordination of Benefits form available at www.ben.omb.delaware.gov/documents/cob must be completed and turned in to your Human Resources or Benefits Office no later than June 9, 2011.

**FOR MORE INFORMATION,
GO TO www.ben.omb.delaware.gov OR CONTACT THE STATEWIDE BENEFITS OFFICE AT
(302) 739-8331 OR (800) 489-8933.**